

DATE: 9/10/2009

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00095493

JEFFERSON PARISH

B2009000220

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

VENDOR:

BUYER: J. Lotz

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/06/2009 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until _____

PRICES: Jefferson Parish is exempt from paying sales tax under LSA-RS 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. If a contractor is to act as Purchasing Agent for tax-exempt purposes, the Parish shall specifically state so within this bid specification. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 105529 or 105530 dated 5/17/06. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

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1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).
2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.
11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

14. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
15. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.
16. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME: _____

SIGNATURE: _____

(Must be signed here)

TITLE: _____

PRINT OR TYPE NAME: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

TELEPHONE: _____

FAX: _____

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EMAIL ADDRESS: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the bid number and bid opening date indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00095493

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES | UNIT PRICE QUOTED | TOTALS |
|----------------|----------|------|---|----------------------|--------|
| 1 | 1 | ONLY | <p>0010 PAPER CUTTER Brand: Challenge Titan</p> <p>Model No. 200 20 INCH 50.8 CM CUTTING WIDTH WITH PROGRAMMABLE BACKGAUGE CONTROL 99 CHANNEL MEMORY STORES UP TO 99 CUTS PER CHANNEL ENTER DATA IN INCHES TO 0.001 INCHES, MILLIMETERS TO 0.01MM, OR FRACTIONS TO NEAREST 1 AND 64TH INCHES MENU DRIVEN SET UP AND LIGHT TOUCH ELECTRONIC KEYPAD CHANNELS, CUT DIMENSIONS, AND BACKGAUGE POSITION ARE DISPLAYED ON THE LCD SCREEN HYDRAULIC CLAMPING AND CUTTING ADJUSTABLE CLAMP PRESSURE 3 AND 1 FOURTH INCH CLAMP OPENING MECHANICAL FOOT PEDAL CLAMPING LINE LIGHT CUT POSITION INDICATOR SAFETY DEVICE PLEXIGLASS SAFETY SHIELD PLEXIGLASS REAR TABLE SAFETY SHIELD HEAVY DUTY CASTERS LIGHTED WORK SURFACE CAST IRON AND STEEL CONSTRUCTION 12 INCH BY 19 INCH SIDE TABLES 1 AND 1 HALF HP, SINGLE PHASE, 230 V MOTOR MINIMUM CUT WITHOUT FALSE CLAMP PLATE 1 HALF INCH; 13 MM MAXIMUM CUT DEPTH 20 INCH; 50.8 CM CLAMP OPENING WITHOUT FALSE CLAMP PLATE 3 AND 1 FOURTH INCH; 8CM CLAMPING METHOD HYDRAULIC AND MANUAL BACKGAUGE CONTROL POWER TABLE SPACE IN FRONT OF KNIFE 14 AND 1 FOURTH INCH; 39CM TABLE SPACE BEHIND KNIFE 20 7/8 INCH; 51CM OVERALL HEIGHT 53 7/8 INCH; 135CM OVERALL WIDTH 36 7/8 INCH; 91CM OVERALL LENGTH 49 5/8 INCH; 126CM WILL PASS MINIMUM OPENING REQUIRED 36 1/4 INCHES 92.1 CM THRU DOOR TABLE, TREADLE AND FRONT SHIELD OFF 29 INCHES 73.7CM NET WEIGHT 795 POUNDS 361KG APPROXIMATE SHIPPING WEIGHT 920 POUNDS 418 KG MOTOR 1 1/2 HP, 230 VOLT, 60 HZ 1 PHASE, AC, 12 AMPS, SERVICE SIZE 15 AMPS. REQUIRES RECEPTACLE TYPE NEMA 6 15R OR 6 20R</p> <p>PRICE TO INCLUDE SHIPPING, SET UP, AND INITIAL TRAINING. TO ARRANGE DELIVERY, PLEASE CONTACT JANET GRAY AT 364 2675 BETWEEN THE HOURS OF 8 30 AM AND 4 30 PM, MONDAY THROUGH FRIDAY.</p> | | |
| 2 | 1 | ONLY | <p>0020 PAPER CUTTER, SEMI AUTOMATIC, PROGRAMMABLE</p> | | |

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00095493

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES | UNIT PRICE QUOTED | TOTALS |
|----------------|----------|-----|---|----------------------|--------|
| | | | <p>BRAND: TRIUMPH MODEL: 4810 EP</p> <p>PROGRAMMABLE EP BACK GAUGE CONTROL MODULE WITH LED DISPLAY STORES 9 PROGRAM, UP TO 9 STEPS EACH, AND FREQUENTLY USED MEASUREMENTS DIGITAL MEASUREMENT READOUT IN CM OR INCHES WHICH ARE ACCURATE TO 1 10MM OR 1 100 INCH.</p> <p>CONTROL MODULE FEATURES REPEAT CUT AND EJECT FUNCTIONS ELECTRIC BLADE AND BACK GAUGE DRIVE SOLINGEN STEEL BLADE SOLID STEEL BLADE CARRIER AND ADJUSTABLE BLADE GUIDES SPINDLE CLAMPING SYSTEM APPLIES EVEN PRESSURE ALONG THE ENTIRE CUTTING WIDTH DUAL SIDE GUIDES ON FRONT AND REAR TABLE SPINDLE GUIDED BACK GAUGE WITH NARROW SEPARATIONS AND PLASTIC GLIDERS ELECTRONIC HAND WHEEL WITH VARIABLE SPEED CONTROL FOR MANUAL BACK GAUGE SETTING BRIGHT, LED OPTICAL CUTTING LINE ALL METAL CONSTRUCTION STAND WITH STORAGE SHELF UL AND C UL APPROVED SAFETY CUTTING SYSTEM FEATURES HINGED, TRANSPARENT SAFETY GUARD ON FRONT TABLE WHICH LOCKS AUTOMATICALLY WHILE CUTTING. TRANSPARENT SAFETY COVER ON REAR TABLE SAFETY CATCH THAT LOCKS BLADE LEVER IN THE UP POSITION BLADE CHANGE FROM FRONT WITHOUT REMOVING MACHINE COVERS BLADE CHANGING DEVICE COVERS CUTTING EDGE OF BLADE BLADE DEPTH ADJUSTMENT FROM OUTSIDE OF MACHINE CUTTING STICK CAN BE TURNED OR CHANGED FROM OUTSIDE OF MACHINE. CUTTING WIDTH 18 AND 7 8THS INCHES CUTTING HEIGHT 3 INCHES NARROW CUT 1 AND 3 8THS INCHES CUTTING LENGTH BEHIND BLADE 17 AND 11 SIXTEENTHS INCHES TABLE LENGTH IN FRONT OF BLADE 13 AND 5 8THS INCHES MOTOR 1.5HP POWER SUPPLY 114V 60HZ, 20 AMP DEDICATED LINE REQUIRED. DIMENSIONS 38 AND 1 FOURTH INCHES IN DEPTH BY 29 AND 3 FOURTHS INCHES WIDTH BY 53 AND 1 HALF INCH HEIGHT SHIPPING WEIGHT IS 531 POUNDS</p> <p>PRICE TO INCLUDE SHIPPING, SET UP, AND INITIAL TRAINING. PLEASE CALL JANET</p> | | |

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00095493

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES | UNIT PRICE QUOTED | TOTALS |
|----------------|----------|------|---|----------------------|--------|
| 3 | 2 | ONLY | <p>GRAY AT 364 2675, BETWEEN THE HOURS OF 8 30AM TO 4 30 PM MONDAY THROUGH FRIDAY, TO ARRANGE DELIVERY 24 HOURS IN ADVANCE.</p> <p>0030 BUSINESS CARD CUTTER, RB SUN HS 2000 A B 10UP</p> <p>FORMAT 10 UP FINISHED CARD SIZE 2 INCHES BY 3 AND 1 HALF INCHES MAXIMUM SHEET SIZE 8 AND 1 HALF INCHES BY 11 INCHES SEMI SHELF SHARPENING BLADES ADJUSTABLE PAPER GUIDES 110 V 60HZ UL LISTED DIMENSIONS 24 INCHES LENGTH BY 19 INCHES WIDTH BY 19 INCHES HEIGHT SHIPPING WEIGHT 64 POUNDS</p> <p>PRICE TO INCLUDE SET UP AND INITIAL TRAINING. PLEASE CALL JANET GRAY AT 364 2675, BETWEEN THE HOURS OF 8 30AM TO 4 30PM, MONDAY THROUGH FRIDAY, TO ARRANGE DELIVERY WITH 24 HOUR NOTICE.</p> | | |

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED. THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE
ABOVE DATED MEETING OF THE BOARD
OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN
REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE